

## PART B – Required Certifications and Documentation

### 1. Resolution of the Governing Body *This document is required.* See sample in Appendix E.

The Resolution submitted with this application **must**:

- ☐ be an original or an original certified copy of the Resolution; and
- ☐ authorize submission of the application; and
- ☐ approve the application's contents (funding requested per allocation year, activities, committed leverage, etc.); and
- ☐ authorize its execution (and any amendments thereto); and
- ☐ designate a person (or position title) authorized to enter into an agreement, if funded.

**CDBG strongly recommends that applicants use the suggested language in the sample (Appendix E).**

### 2. Statement of Assurances. *This document is required.*

All applicants must use the form provided by the State (See Appendix C). Original signature is required. Blue ink is recommended.

### 3. Housing Element Status. *Procedural compliance is required.*

Call the Paul McDougal of the Housing Policy Development Division at (916) 322-7995 for current status of your housing element. The Department will not award funds to any applicant who is not in procedural compliance with their Housing Element by June 1, 2005. No extensions will be granted beyond that date.

### 4. Compliance with OMB Circular A-133. *This document is required.*

All applicants must use the form provided by the State (see Appendix D) in order to certify compliance with OMB Circular A-133. Original signature is required (Blue Ink Please).

## 5. Residential Anti-Displacement and Relocation Assistance Plan Checklist

*This document is required.*

1. Does the proposed activity include acquisition of real property?  
☐ NO. (If no, go to #3)  
☐ YES. If yes, check the appropriate box below **and** answer questions 2, 3, and 4.
  - ☐ Site is under option to purchase.
  - ☐ Site is identified but no negotiations have taken place.
2. Will site acquisition require use of eminent domain?  
☐ YES. ☐ NO.
3. Will the activity involve acquisition or rehabilitation of currently occupied sites?
  - ☐ YES. The applicant must provide documentation showing that persons in the project have received a general information notice. Applicant must also provide a copy of a project-specific relocation plan, which was made public. The plan must address how many persons will be displaced and services and benefits made available.
  - ☐ NO. The applicant must provide documentation of why no person will be displaced (i.e., property being acquired has no structures on it, or structures on the property have been vacant for over 120 days).
4. Will this project cause the elimination of affordable housing units and trigger Section 104(d) replacement requirements?
  - ☐ YES. Successful applicants must provide a plan to CDBG staff for replacing all affordable housing units eliminated as a special condition of the contract.
  - ☐ NO. (If no, stop here)

**6. Growth Control.** *If you have a growth control ordinance, then this information is required.*

Has the applicant enacted limitations on residential construction, which limitations are not establishing agricultural preserves, not imposed by another agency, or not based on a health and safety need? Call Paul McDougal at (916)322-7995 if you want to confirm the status of growth control.

☐ YES. (If yes, see note below)

A copy is provided in this application on Page # \_\_\_\_.

☐ NO.

NOTE: If the applicant has a General Plan, ordinance, or other measure which directly limits by number either the building permits which may be issued for residential construction, or buildable lots which may be developed for residential purposes, and the measure does not meet any of the exceptions found in the Program Regulations, Section 7056 (b)(2)(B), check “Yes” and attach a copy of the measure in this section of the application.

**7. Citizen Participation.** *Any written comments must be submitted.*

The Program's Public Hearings/Citizen Participation requirements are described in the 2004 CDBG Grant Management Manual, Chapter 18. Use this section of the application to make sure you have met these requirements.

☐ Public hearing was conducted during the program design phase of the application.

☐ Public hearing was conducted (at least 30 days after program design phase hearing) to approve submittal of the application.

☐ Public Notices announcing the public hearings were published in a local newspaper and contained the required information, as stated in the 2004 CDBG Grant Management Manual

☐ Sign-in sheets are available for each public hearing.

All applicants **must** ensure that copies of public hearing notices, meeting minutes, and list of attendees are placed in an easily-accessible Public Information Binder. **You DO NOT need to include these documents in this application.**

Did the jurisdiction receive written comments during the public hearings process prior to submitting this application? **You DO need to include these documents in this application.**

☐ YES. See note below.

☐ NO

Documentation included in this application on Page # \_\_\_\_.

**Note:** If a jurisdiction received written comments as part of the public hearings process prior to submitting the CDBG application, a copy of the comments must be submitted with the application. In addition, the jurisdiction's response must also be included.

Be sure to make an entry on the Application Checklist.

**8. Joint Powers Agreement. *This form may be required.***

An Agreement is required by the CDBG Regulations, Section 7060(c) as part of an application on behalf of another jurisdiction or for joint applications. Applicants must prepare an Agreement if the following conditions exist:

- if one application is submitted by two or more jurisdictions, or
- if a county is applying on behalf of a city in the same county, or
- if a county applicant is applying on behalf of itself and a city in the same county

Section 7060(c) provides that such agreements must be on forms provided by the Department. Contact your CDBG Representative to obtain a copy.

Additional provisions may be added by applicants either by attachments to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant's particular situation. The applicant should enter "not applicable" if a provision clearly has no meaning in light of the activities proposed. Do not leave any lines blank.

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.

**9. NEPA Environmental Certification. - (Finding of Exemption & Form 58.6)**

If the proposed activity will include administration, engineering, architectural, or other related activities prior to project implementation, the jurisdiction must prepare a Finding of Exemption before beginning work on any of these activities (such services are exempt under Part 58.34 of the Federal environmental regulations pertaining to CDBG recipients). **The Finding of Exemption and Environmental Form 58.6 (see next page) can also be prepared for other exempt activities, like public services.**

The jurisdiction may choose to provide this environmental certification (Finding of Exemption and Form 58.6) with this application.

If this application is funded, the provision of this certification will expedite commencement of service work upon execution of the State contract.

**Additional environmental review documents will be needed after contract execution for release of funds on non-exempt activities.**

**Finding of Exemption**

It is the finding of the City/County of \_\_\_\_\_ that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34. The activity(ies) judged exempt consist(s) of:

**Brief Description of Activities:**

**NEPA Citation**

**General Administration Activities** \_\_\_\_\_

58.34 (a) (3) \_\_\_\_\_

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Print/Type Name of Authorized Official (per resolution)

Title

Signature

Date

## PART B – Required Certifications and Documentation

U.S. Department of Housing and Urban Development



# Environmental Form 58.6

Pacific/Hawaii Office  
450 Golden Gate Avenue  
San Francisco, California 94102-3448

**PROJECT / ACTIVITY / DESCRIPTION:** General Administration and

**Level of Environmental Review Determination:** Exempt per 58.34 (a) (3) and

(Exempt per 24 CFR 58.34, Categorically excluded not subject to statutes per § 58.35(b), Categorically excluded subject to statutes per § 58.35(a), Environmental Assessment per § 58.36, or EIS per 40 CFR 1500)

## **STATUTES and REGULATIONS listed at 24 CFR 58.6**

### **FLOOD DISASTER PROTECTION ACT**

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

( X ) No; Cite Source Document: These exempt activities will have no impact on flood plains.

(This factor is completed).

( ) Yes; Cite Source Document: \_\_\_\_\_ (Proceed).

2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

( ) Yes; (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file).

( ) No; **(Federal assistance may not be used in the Special Flood Hazards Area).**

### **COASTAL BARRIERS RESOURCES ACT**

1. Is the project located in a coastal barrier resource area?

( X ) No; Cite Source Documentation: There are no Costal Barrier Resources on the West Coast

(This element is completed).

( ) Yes; **(Federal assistance may not be used in such an area).**

### **AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES**

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

( X ) No; Activities listed above do not include sale or acquisition of real property. Project complies with 24 CFR 51.303(a)(3).

( ) Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record.

Preparer Signature / \_\_\_\_\_ Name / \_\_\_\_\_ Date \_\_\_\_\_

Responsible Entity Official Signature / \_\_\_\_\_ Name / \_\_\_\_\_ Date \_\_\_\_\_  
(as authorized in Resolution)

## PART C – Applicant Capacity & Funding Sources

### 1. Capacity

1. Indicate whether you have any CDBG General, Native American, or Colonias grants for the years 2001, 2002, 2003, or 2004?

☐ **Yes. What type:**      ☐ **General**                      ☐ **Colonias**                      ☐ **Native American Grants**

Specify which year(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____

**If yes, STOP HERE. Skip question #2.**

☐ **NO - Have not had any CDBG Grants in 2001-2004.**

**If no, CONTINUE** with question # 2 below.

2. If funded from this application, how will you administer the grant? *You must attach supporting documentation for this part of the application.*

☐ With in-house staff only. (*Attach resumes and duty statements of staff that will be performing the work.*)

☐ With program operator services only.

- *Attach a letter of interest from the program operator that includes a brief description of experience administering CDBG projects.*
- *Neighboring jurisdictions that have previously administered a CDBG project are considered program operators for purposes of this question.*
- *If funded, the Grantee will be required to enter into a contract or sub-recipient agreement, as applicable, with the program operator.*

☐ Some combination of in-house and consultant services. Describe below.  
(*Attach resumes, duty statements, letters, etc. as indicated above.*)

**Supporting documentation is included in this application on Page # \_\_\_\_\_.**

## PART C - Applicant Capacity & Funding Sources

## 2. Other Funding Sources - LOCAL

**Please identify other funding sources (local), for all activities included in this application.** (To be considered as leverage, funding must be committed.)

<b>Name of CDBG Activity</b> (Public Services, Housing Rehabilitation, Public Works, etc.)	<b>Use of Funds</b> (General Admin., activity delivery, or the activity)	<b>Source of Funds</b> (Applicant's general fund, RDA funds, other local government, etc.) <b>&amp;</b> <b>Specify Resolution #</b>	<b>Funding Type</b> (Loan, grant, in-kind staffing, fee waivers, etc.)	<b>Dollar Amount</b>	<b>Commitment Date</b>	<b>Page # where documentation can be found in this application</b>
	<b>General Admin.</b>			\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
<b>TOTAL</b>				<b>\$</b>		

(shaded area is for HCD use only)

**PART C - Applicant Capacity & Funding Sources**

**If you are proposing any of the following activities, indicate how many housing units will be assisted:**

Housing Rehab. = \_\_\_\_\_ Housing Acquisition = \_\_\_\_\_

**leverage:**

**# of Units:**

**Per unit  
leverage:**

## PART C - Applicant Capacity & Funding Sources

### 3. Other Funding Sources – PRIVATE

Please identify other funding sources (private), for all activities included in this application. (To be considered as leverage, funding must be committed.)

Name of CDBG Activity (Public Services, Housing Rehabilitation, etc.)	Use of Funds (General Admin., activity delivery, or the activity)	Source of Funds (Name of Source)  Include Commitment Letters	Funding Type (loan, grant, in-kind staffing, discounts, donations, etc.)	Dollar Amount	Commitment Date	Page # where documentation can be found in this application
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
Housing Rehab.	Sweat Equity	_____ Hrs. X \$10 an hour =		\$		

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**\*Sweat Equity/Lead-Based Paint compliance (see instructions):** *(check all that apply)*

**Homeowners will:**     
☐ be required to take 1-day Work Safe class     
☐ not be allowed to work on any home built prior to 1979     
☐ not be allowed to work on any lead areas

<b>TOTAL Private Leverage</b>	\$	
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## PART C - Applicant Capacity & Funding Sources

### 4. Other Funding Sources - STATE (cannot be counted as leverage for ranking purposes)

Please identify other funding sources (State), for all activities included in this application.

<b>Name of CDBG Activity</b> (Public Services, Housing Rehabilitation, etc.)	<b>Use of Funds</b> (General Admin., activity delivery, or the activity)	<b>Source of Funds</b> (Identify Source)  <b>Include Commitment Letters</b>	<b>Funding Type</b> (loan, grant, in-kind, fee waivers, etc.)	<b>Dollar Amount</b>	<b>Committed?</b> (yes/no)
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

## PART C - Applicant Capacity & Funding Sources

### 5. Other Funding Sources – Other FEDERAL (cannot be counted as leverage for ranking purposes)

Please identify other funding sources (Federal), for all activities included in this application.

<b>Name of CDBG Activity</b> (Public Services, Housing Rehabilitation, etc.)	<b>Use of Funds</b> (General Admin., activity delivery, or the activity)	<b>Source of Funds</b> (Identify Source)  <b>Include Commitment Letters</b>	<b>Funding Type</b> (loan, grant, in-kind, fee waivers, etc.)	<b>Dollar Amount</b>	<b>Committed?</b> (yes/no)
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

## **PART C - Applicant Capacity & Funding Sources**

## PART C - Applicant Capacity & Funding Sources

6. Program Income		
1. Enter the total amount of Program Income on account as of <u>December 31, 2004</u> :	\$ _____	
2. Enter the amount of Program Income that has been committed to activities in this application:		
Activities/projects proposed in <b><u>this application</u></b> to which Program Income Funds will be committed (see attached resolution on page #_____).  <i>Identify activities:</i>	<b>Use of Funds</b> (General admin. activity delivery, the activity)	<b>Dollar Amount Committed</b> (per attached Resolution)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
3. Total Dollar Amount of Program Income funds <b>Committed</b> to activities in this application.	\$ _____	
4. Total Dollar Amount of <b>Non-Committed</b> Program Income: (1. – 3.)	\$ _____	
<b>Important Note:</b> All Program Income that is being committed to activities in this application <b>must</b> be identified in the governing body resolution. In addition, the applicant must ensure that proper citizen participation guidelines were followed.		

## ACTIVITY DESCRIPTION FORMS

This section of the application contains seven sets of forms (one for each category) with *Instructions* at the beginning of each section.

- Housing--New Construction
- Housing--Acquisition
- Housing--Rehabilitation
- Public Services
- Community Facilities
- Public Works
- 10% Set-Aside Activity / Slums and Blight (**Not** applicable for Colonias)  
&  
Planning Activities (for Colonias only)

### **How to proceed:**

1. Select the category of activity you wish to propose. You may apply for more than one activity.
2. Pull the appropriate sections of the application for the activities you are proposing. Please review the Instructions before filling out the forms.
3. Complete all required parts of the application (Part A, Part B, Part C, and Activity section(s)). Photocopy additional pages as needed.
4. Review the Activity Checklist(s) to be sure you have included all the required and necessary documentation for each activity that is included in this application.
5. In order to facilitate State staff review and ranking of your application, please use binder tabs and dividers to separate the application into appropriate sections (Part A, Part B, Part C, each proposed activity, and to identify back-up documentation).